



# DEPARTMENT OF WATER RESOURCES EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

## GRAPHIC DESIGNER II DEPARTMENTAL PROMOTIONAL – SPOT SACRAMENTO

FINAL FILING DATE	July 3, 2013						
	Revised applications (Form STD 678 REV.06/2010) must be postmarked or submitted in person no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason. <b>FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.</b>						
WHO SHOULD APPLY	Applicants must have a permanent civil service appointment with the Department of Water Resources by the final filing date; <b>or</b>  Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.						
HOW TO APPLY	You must submit your <b>Examination Application</b> (Form STD 678 REV.06/2010) by the final filing date of <b>July 3, 2013</b> .  <u>Submit the completed Examination Application Form by mail or in person to:</u>  <table><tr><td><b>MAILING ADDRESS:</b></td><td><b>OR</b></td><td><b>SUBMIT IN PERSON:</b></td></tr><tr><td>Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001</td><td></td><td>Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814</td></tr></table> <b>DO NOT SEND APPLICATIONS TO CalHR OR THE DEPARTMENT OF WATER RESOURCES' FIELD OFFICES.</b> Applications are available at Department of Water Resources' (DWR) offices, the DWR website: <a href="http://www.water.ca.gov/jobs/currentexams.cfm">www.water.ca.gov/jobs/currentexams.cfm</a> , local office of the Employment Development Department, and California Human Resources (CalHR) at <a href="http://www.jobs.ca.gov">www.jobs.ca.gov</a> and click "My Profile".	<b>MAILING ADDRESS:</b>	<b>OR</b>	<b>SUBMIT IN PERSON:</b>	Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001		Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814
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IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.						
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.						
SALARY RANGE	<b>\$3705 - 4503</b>						
ELIGIBLE LIST INFORMATION	A departmental eligible list for Sacramento County will be established for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.						
EXAMINATION DATES	The examination will consist of a Qualifications Appraisal Interview. It is anticipated interviews will be held during <b>July/August</b> .						
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<b>NOTE:</b> All applicants must meet the minimum qualifications for this examination by the final filing date, <b>July 3, 2013</b> .  Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as " <b>Either</b> " I, " <b>or</b> " II, " <b>or</b> " III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.  <b>Either I</b>  One year of experience in the California state service as a Graphic Designer I.  <b>Or II</b>  Experience: Two years of experience in concept development, consulting, page layout, drawing, photo editing, color correction, file preparation, on-line publishing, multimedia, and other mediums. and  Education: Successful completion of a total of 24 semester college units with a minimum of five units in each of the following areas: graphic design theory, graphic computer software applications, and printing technology.						
POSITION DESCRIPTION	This is the advanced journey levels for the series. Under direction, incumbents either (1) act as a lead over a small group of draftspersons; or (2) independently perform highly complex drafting and graphics work requiring a high level of skill, initiative and accuracy. Incumbents prepare roadway design and construction drawings from engineering notes using conventional drafting procedures and computer-aid drafting; make engineering calculations related to drafting and plots data from field notes.  <b>Positions exist in Sacramento with the Department of Water Resources.</b>						

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

GRAPHIC DESIGNER II DEPARTMENTAL PROMOTIONAL – SACRAMENTO		BULLETIN RELEASE DATE: June 19, 2013 FINAL FILING DATE: July 3, 2013
EXAMINATION INFORMATION	The examination will consist of a <b>Qualifications Appraisal Interview – Weighted 100%</b> . In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.	
SCOPE OF EXAMINATION	<b>Qualifications Appraisal Interview – Weighted 100%</b>  <b>A. Knowledge of:</b> <ol style="list-style-type: none"><li>1. Principles of design.</li><li>2. Techniques of interpreting statistical data.</li><li>3. Methods and techniques of freehand drawing and color illustration.</li><li>4. Elements of design such as: line, shape, texture, space, size, value, and color.</li><li>5. Principles of design such as: balance/symmetry, rhythm/repetition, emphasis, unity, movement, and proportion/scale.</li><li>6. Page layout, color theory, and typography.</li><li>7. Principles of graphic tools and equipment.</li><li>8. Graphic design software application.</li><li>9. Procedures for creating traditional and/or electronic files for output for single and multicolor publication.</li><li>10. Stages of design (research, thumbnail, rough comprehensives, and camera-ready art) to an electronic file.</li><li>11. Techniques and drawings.</li><li>12. Graphic resources and software applications.</li><li>13. Digital imaging.</li><li>14. Principles and techniques of three-dimensional exhibit preparation.</li></ol> <b>B. Ability to:</b> <ol style="list-style-type: none"><li>1. Communicate effectively</li><li>2. Use the elements of design to create page layout.</li><li>3. Perform image editing.</li><li>4. Apply color theory and typography.</li><li>5. Apply creativity in the preparation of art work.</li><li>6. Learn and apply new software.</li><li>7. Produce freehand drawing and color illustration.</li><li>8. Maintain project files.</li><li>9. Design and prepare exhibit materials.</li><li>10. Digitally retouch images.</li><li>11. Review narrative material and create appropriate illustrations</li><li>12. Analyze situations accurately and take effective action.</li><li>13. Research resources.</li></ol>	
EDUCATION AND EXPERIENCE	If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education as compared to a standard developed from the class specification. For this reason it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the <b>“Requirements For Admittance to the Examination”</b> shown on the announcement. Supplementary information will be accepted but read the <b>“Requirements For Admittance to the Examination”</b> carefully to see what kind of information will be useful to the staff doing the evaluation.	
VETERANS PREFERENCE	Veterans Preference Credit will not be granted in this examination.	
CAREER CREDITS	Career Credits will not be granted in this examination.	

GENERAL INFORMATION

**The Department of Water Resources** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Applications** are available at Department of Water Resources' (DWR) offices, the DWR website: [www.water.ca.gov/jobs/currentexams.cfm](http://www.water.ca.gov/jobs/currentexams.cfm), local office of the Employment Development Department, California Human Resources (CalHR), the CalHR website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and click "My Profile".

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**If a candidate's notice** of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel officers or at the Information Counter of State Personnel Board offices.

**TDD** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
**California Relay Telephone Service** for the Deaf or hearing impaired: From **TDD phones: 1-800-735-2929**;  
From **Voice phones: 1-800-735-2922**.

**For information** regarding this examination, please contact Zambia Cain at (916) 653-9568.